



***EntreMundos is a capacity-building NGO that works with local projects and organizations in Guatemala to increase their institutional capacities.***

***The Internship Program is designed to match qualified individuals with organizations in need of specific support, ensuring that both parties can maximally benefit from the experience.***

### **Internship: Programs Coordinator**

#### **Description of the participating organization:**

Asociación Fatima is a non-governmental organization that helps people via workshops on health and education. There are two programs, which are Food Security and Nutrition and Training in Health and Hygiene.

The association's area of action is in the communities of San Juan Ostuncalco and Quetzaltenango.

#### **Current situation:**

The association is in a transitional period due to the fact that 7 years ago it ended its contract with the North American Institution Child Fund. Child Fund was Asociación Fatima's only source of income for more than 25 years. Therefore, Fatima has been looking for help from other institutions but up to this day has not found any major funders.

Although, there are no major funders the association has continued helping 250 families through its own efforts and with some help from the institution La Orden del Malta who give food rations, medicine, and clothes amongst other items.

The association owns its property and plenty of equipment for the office and workshops.

#### **Job Description:**

##### **Programs Coordinator**

This is a great opportunity for someone who is interested in developing programs and who wants to learn about collecting funds in a NGO.

Asociación Fatima at the moment does not have an operative plan or an up to date description of the different programs. The association needs help in structuring its plan of action so that they can present it to different institutions in order to obtain funding. Even though the organization is in this situation it is still able to help the communities although it does not have any strong programs that gets the attention of future donors.



### **Some of the responsibilities of the intern:**

- Work alongside the director Lucy Guzmán in order to formulate programs.
- Systemize all work that is being carried out.
- Look for funds (via events, renting out space in the organization, donors etc.)
- Update its database and start collecting information on current donors and/or possible future donors.
- Investigate the positive impact Asociación Fatima has had in the communities it has worked in.
- Translate into English any work plans from conferences or meetings when necessary.
- Update its social media.
- Write a blog.
- Once a month go with the director to Guatemala City to receive the rations.
- Prepare the rations to distribute to the various families.
- Help in the training of the different projects for example demonstration in preparing healthy meals.
- Help in making different reports when required.
- Participate in communal meetings with the board of director and be a representative of the association when needed.
- Help in various activities with other institutions.
- Help take photos and videos.
- Coordinate medical clinics in the communities.
- Coordinate operative activities with the director.

### **Requirements:**

- Has to be tolerant with the current situation of Asociación Fatima
- Have the initiative to make decisions.
- To have responsibility and respect in accordance with their position.
- Empower the situation of the beneficiaries of the association.
- Do not have false expectations of the association.
- Intermediate / advanced level of Spanish. (No one speaks English in the association).
- Be organized.
- Work around 40 hours per week and needs to be flexible with time.



### **Preferred skills and experiences:**

- Some knowledge of social media.
- General knowledge of computers.
- Have some experience working in NGO's.

### **Benefits offered to the intern:**

- Receive a reference at the end.
- Training on social media / looking for funds and training on procedural practices and behaviors towards the population.

The intern is required to commit to a minimum of 3 months and the position can be applied for throughout the year.

### **Costs and Help:**

The Internship Program requires a donation of US\$ 100.00 per month (US\$ 300.00 for 3 months), which will be shared evenly between the host organization and EntreMundos.

This includes the internship placement, pre-departure contact support, a pre-departure information package about Guatemala, contact support while in Guatemala, training, support and evaluations by the internship supervisor and a certificate of completion. Additionally, we will strive to fulfill any bureaucratic functions we can taking into account our capacities as a small and non-profit NGO.

This fee does not include your flights, health/travel insurance and medical expenses, or living costs while here in Guatemala. Basic living expenses in Quetzaltenango cost about US\$ 300.00 per month, including housing and food.

### **How to Apply:**

To apply, send the Internship Program Application, a cover letter written in Spanish, and your CV to [volunteering@entremundos.org](mailto:volunteering@entremundos.org). If the host organization feels you are potential candidate, our volunteer Programs Coordinator will then contact you and arrange an interview.